

Advisor/Coaches Handbook

Oregon High School Equestrian Teams Inc.

Oregon High School Equestrian Teams, Inc. has devised this handbook with the intention of it being “advisory” only. The content included is meant to provide OHSET Team Advisors and Coaches with the information necessary to successfully manage a team. The Content of this document may be updated annually in order to ensure it meets the changing needs of the organization.

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Oregon High School Equestrian Teams Inc.

MISSION STATEMENT

Oregon High School Equestrian Teams (OHSET) shall be a “not for profit” corporation dedicated to promoting and organizing equestrian competition in high school athletic or activity programs.

OHSET has as its main goal, recognition in the high schools of the equestrian athlete and to give them an opportunity to achieve that recognition in a fair, positive and educational format. The goals are to encourage team play, peer acceptance and go horsemanship. Competition is to follow sportsmanship guidelines as set down by State School Activities Association and State School Board, individual participating school activity guidelines and equine sportsmanship guidelines.

Any High School in the United States of America is eligible to form a team and join the OHSET organization. The state is divided into districts. District competitions will be held with the goal of qualifying for a final State Championship Meet to be held by the host district for that current year. Each high school will have an adult and youth representation on their district board of directors. Each district will have adult and youth representatives on the State Board of Directors.

Competition is a winter/spring sport scheduled as much as possible not to conflict with other organized high school sports. The purpose is to promote continuous growth in programs fostering horsemanship education, sponsor activities to encourage interscholastic participation and to have cooperative adult supervised leadership for all students in grades 9 through 12.

High School Equestrian Teams support, challenge, and offer recognition to the dedicated teens that both physically and mentally, pursue the challenge of the sport of equine competition.

BRIEF OHSET HISTORY

- **1993:** First team formed in the Southern District in cooperation with the Oregon Horseman’s Association and interested individuals in the Grants Pass and Medford communities.
- **1998-1999:** Rapid growth results in two new Northern Districts, Northeast and Northwest; new Central Oregon District; continued growth in the Mid-Valley District (Woodburn to Roseburg) and Southern District.
- **1999-2000:** Mid-Valley District splits, forming the South Valley and Willamette Districts. Washington State comes on board as a District.
- **2002-2003:** District splits result in the North Valley District.
- **2003-2004:** Districts split for the second year in a row, resulting in the Tri-River Valley District.
- **2005-2006:** The Washington State District splits off from Oregon to form the Washington High School Equestrian Teams program.

OHSET TODAY

- 1,000+ Oregon High School Athletes
- OHSET Districts
 - Central Oregon
 - North Valley
 - Northeast
 - Northwest
 - Tri-River Valley
 - South Valley
 - Southern
 - Willamette

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OHSET CLASSES OF COMPETITION

Pattern Classes

- Dressage – U.S. Dressage Federation (English riding) pattern class
- Hunt Seat Equitation – English riding pattern class
- Hunt Seat Equitation Over Fences – Jumping (English saddle used)
- In-Hand Trail (cannot cross-enter equine into Trail Equitation Class) – Trail pattern class with athlete on ground, leading equine
- Trail Equitation – Trail pattern class with athlete mounted on equine
- Reining – U.S. Reining Association pattern class
- Driving – Horse in-harness pattern class (horse attached to cart)
- Saddle Seat Equitation – English pattern class
- Showmanship – In-hand pattern class
- Stock Seat Equitation – Western pattern class
- Working Rancher – Ranch obstacle pattern class

Timed Classes

- Barrels – Cloverleaf pattern run around three barrels
- Individual Flags – Flags are swapped between two barrels located at opposite ends of the arena
- Figure 8 Stake Race – A figure “8” is formed around two poles located at opposite ends of the arena
- Keyhole – Object is to run down to the “key” and quickly turn horse around without stepping outside the white line.
- Pole Bending – Six poles evenly spaced apart with object to weave horse around poles without knocking over any in the process
- Break-away Roping (cattle event)
- Steer Daubing (cattle event) – Object is to tag cow with dauber before the 15 second time limit

Team Classes

- Team Penning (cattle event) – Team of three work together to sort and herd cattle into small pen located in arena
- Drill Team (Short Program or Working Fours) – Pattern class to music for four or more riders
- Team Canadian Flags (timed speed event) – Group of four riders work to capture one flag each at the opposite end of arena
- In-Hand Obstacle Relay – commonly known as IHOR (timed-trail performance relay) – Four individuals maneuver equines through trail course obstacles one at a time, competing for highest score and shortest time
- Two Man Birangle (timed-speed event) – Two riders individually circle two poles at opposite end of arena
- Working Pairs (Performance event) – Two riders work together to perform a mirror image pattern

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A YEAR IN OHSET

- The OHSET **fiscal operating year** is July 1st through June 30th.
- The OHSET **competition season** is December 1st through the State Competition in May.
- Teams can gather the entire operating season but can only practice during the competition season dates.
- General OHSET/District/Team Timeline:

September

After
School
Starts

- Team Registration
- Begin team promotion at school
- Informational meeting for interested students and their parents
- First team meeting
- OHSET Rules Committee meets
- Rule submissions and committee consensus is sent out for district review
- OHSET Rules Committee makes final proposal for State Board
- OHSET training for Coaches, Advisors, District Chairs and Judges

October & November

- Team fundraising
- Finalize team membership
- Order uniforms and other team apparel/equipment
- Athlete registration
- Submit OHSET By-Law Changes
- State Board finalizes rule changes for season

December

- Teams can begin practicing together December 1st
- OHSET competition season begins – December 1st
- OHSET Open Meeting (first Saturday in December)
- Team membership
- Finalize team membership
- Athlete registration

January

- Team meetings
- Team practices
- Final team & athlete registrations to OHSET Registration Secretary by Jan 15th
- District Meets

February & April

- Team meetings
- Team practices
- District Meets

May

- Team meetings
- OHSET State Competition
- District Awards Programs
- Nomination of District and State Officers
- Competition season ends

June

- District & OHSET elect officers
- OHSET fiscal year end – June 30th

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July

- OHSET Rule revisions voted on at state meeting
- Existing teams raise funds for the coming season

August

- OHSET Rule Submissions done
- Existing teams raise funds for the coming season

ATHLETE ELIGIBILITY

See current OHSET Rulebook for detailed eligibility requirements.

- Any high school student regardless of race, creed, sex, physical or mental challenge may participate.
- A student may choose to join as either a “competing” or “non-competing” athlete
- Athlete representing a school must be enrolled in and attending that school or that of a cooperative school. Unattached individuals will not be permitted to participate.
- Athlete must meet the scholastic requirements and/or the athletic guidelines of the school in which they are participating.
- Students in grades 9 through 12 may participate up to the equivalent of 8 semesters.

INSURANCE

- Under Oregon State Laws 30.687 through 30.697, all athletes participate at their own risk, and accordingly under the law, that no person shall be liable for damages sustained by another solely as a result of risks inherent in equine activity. All "Equine activity sponsors" shall not be liable for any injuries to or the death of a participant. The law provides protection for each School District, from lawsuits, as the law disallows lawsuits involving the inherent risk law from even being filed.
- Oregon High School Equestrian Teams, Inc. maintains a commercial liability insurance policy which covers facilities and spectators.
- **OHSET insurance does not cover athletes.** Each athlete is strongly advised to have insurance. Medical/accident insurance policies can be purchased through a company endorsed by your school. Forms are generally available in the school office.

FEES

OHSET State Registration Fee

\$50.00 per competing or non-competing athlete and it covers:

- Athlete liability insurance
- State competition expenses, excluding stalls
- Operating and administrative expenses for OHSET

District Registration Fee(s)

Above the \$50.00 OHSET State Registration Fee, the District Board determines District Registration Fee, which includes but is not limited to:

- District competition expenses, may exclude stalls
- Competition Year End Awards
- Operating and administrative expenses needed for District operation

Team Registration Fee

Determined by individual teams and fees collected may be used for:

- Practice arena rentals
- Athlete uniforms
- Team equipment

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REGISTRATION PACKET

Forms must be resubmitted each year.

Paperwork due to District

- Team Registration and Roster
- Individual Athlete Registration form for each athlete including front and back copy of insurance card.
- Team rules with athlete signatures
- Code of Conduct for each athlete and volunteer
- Registration fees

Paperwork due to State

- Copy of Team Registration and Roster for each team in district
- Check to cover state fees for entire district

Other information available to athletes and coaches

- Athlete Goals and Evaluation forms
- Welcome letter from State Chair

ROLES AND RESPONSIBILITIES

Advisors

- Team Advisor must be 21 years or older (also, some schools may require the Team Advisor be an employee.)
- Serve as the liaison between the school/athletic department and the team coaches and athletes.
- Responsible for school required paperwork, e.g. grade checks, physical forms, etc.
- Read, sign and abide by the OHSET Code of Conduct and Rules for the current season. (Teams may be disqualified from competition should a Code of Conduct infraction occur.)
- Schedule team meetings
- Help athletes determine the best organizational structure for team, i.e. team officers, meeting agendas, etc.
- Prepare team registration form – get school administrator’s signature and send to District Registrar
- Print and distribute to team members the current year’s Athlete Registration packet
- Review Athlete’s Registration forms to be sure they are complete. Be sure a copy of current insurance card is included.
- Collect district fee(s)
- Copy Athlete Registration forms for team file
- Send Team Roster along with completed Athlete Registration forms, insurance card copy, team rules and District Fee(s) to District Registrar
- Provide encouragement and support for all team athletes
- Keep coach(es) up to date

Coach

- A Head Coach of an OHSET team must be at least 21 years of age.
- Coach may need to meet any and all school and school district requirements in order to be an OHSET Team Coach. Some requirements may include but are not limited to:
- Coaching certification
- Background checks
- Fingerprinting
- Read, sign and abide by the OHSET Code of Conduct and Rules for the current season. (Teams may be disqualified from competition should a Code of Conduct infraction occur.)
- Responsible for team strategy and goals – be specific, aim high.
- Schedule team practices – **no practicing before December 1st** (Disqualification from competition may result should a team begin practicing before December 1st)

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- Have your practice schedule outlined early (i.e. Have schedule together by October 15th for practices to begin on December 1st)
- Observe riders for **safety** and **ability**
- Determine classes best suited for individual athletes
- May be required to fill the role of Team Advisor if none is available
- Responsible for deciding what will happen at practices
- Provide encouragement and support to all athletes
- If team has multiple coaches, they will need to work out a practice schedule
- Keep team advisor up to date

Athlete

- Read, understand, sign and abide by the OHSET Code of Conduct and Rules for the current season. (Teams may be disqualified from competition should a Code of Conduct infraction occur.)
- Attend team business (non-horse) meetings
- Attend and participate in team practices

Parent/Guardian

- Read, sign and abide by the OHSET Code of Conduct and Rules for the current season. (Teams may be disqualified from competition should a Code of Conduct infraction occur.)
- Provide the encouragement and support needed by your athlete
- Provide support for team class set up at District Meets

Trainers/Unattached Volunteers

- Read, sign and abide by the OHSET Code of Conduct and Rules for the current season. (Teams may be disqualified from competition should a Code of Conduct infraction occur.)
- Complete an OHSET Volunteer Form

TEAM OPERATING PROCEDURES

Team Formation – for existing teams

- Canvass school for interest, i.e. posters, announcements, classified ad in local paper, school newspaper, etc.
- Hold an Equestrian Team Informational Meeting – Develop list of interested youth
- Complete the OHSET Team Registration Form and have the appropriate school administrator sign the form
- Submit your Team Registration Form, along with any team fee(s) to your District Registrar
- Establish a line of communication between Advisor/Coach and Athlete/Parent

Athlete Membership

- Contact interested youth with orientation meeting date and time
- Hold an orientation meeting
 - OHSET Athlete Registration Form packets available
 - Review the School's Sport/Club rules and/or guidelines
 - Read and review the OHSET Code of Conduct
 - Provide an overview of the basic OHSET Rules

Team Monies

- Determine whether or not the school wants team/athlete monies to pass through a school account, i.e. Student Body Fund. Follow school guidelines and policy for team monies when applicable.
- If school takes a hands-off approach, **open an account in the team's name following OHSET guidelines** (available from District Chair).
- Decide upon an adult who will be responsible for handling athlete/team fees ("Team Bookkeeper")
- Team bookkeeper may be the person responsible for handling Team and Athlete Registrations

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- Keep a paper record of all transactions related to team/athlete monies
 - Write receipts for cash or copy checks received
 - Keep a list of all team bills paid
 - Be sure Athlete Registration Forms are complete before allowing athlete to officially register – send home with athlete for completion

Registration Forms

FORM	TO WHOM - WHERE
Team Registration Form	Original to District Registrar Copy for Team File
Athlete Registration Form	Original to District Registrar Copy for Team File
Athlete Insurance Card Copy	Original Copy to District Registrar Copy for Team File
Athlete Goals & Evaluation Form	Remains in Team File
Team Roster	Original to District Registrar Copy for Team File

Team Meetings

- Determine how team business meetings will operate – who leads?
 - Will the team have officers, i.e. President, Vice President, Secretary, etc.?
 - If a team has officers, what are their responsibilities?
 - Will decisions be made by consensus or by vote? Will Newly Revised Roberts Rules of Order be followed/emphasized?
 - Who will be responsible for running the meetings – advisor/coach or youth?
- If the team decides they want to have officers, determine who is interested and for which position
- Hold an election of officers
- Confirm meeting format and record decisions for team meetings in writing
- Have athletes develop written guidelines for team meetings/practices **before** the first team practice – submit copy to District Chair. (*It is recommended teams retain a copy of team rules signed by athletes and their parents/guardians.*)
- Have athletes determine how problems/conflicts will be addressed and solved – submit copy to District Chair
- Hold a parent meeting with coaches **prior to** the first team practice – set limits and guidelines

Team Practices

- **Teams cannot begin practicing together until December 1st** (Disqualification from competition may result should a team begin practicing before December 1st)
- An adult, 21 years and older, must be present at all team practices

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- Determine how team practices will be managed
 - Are team practices mandatory?
 - What if an individual does not want to participate?
 - Are distance athletes required to attend? **Suggestion:** Have a “practice” form available for athletes to log their practice time and for which classes.
 - Where will they be held, what time?
 - Does the facility require OHSET Liability Insurance coverage? (Listed as an additional named insured on the OHSET policy. Will need owner’s name(s), stable name, physical address and telephone number). The policy coverage is for injury to spectators/bystanders – not the participating athlete.
 - What will be the role of parents who attend practices? **Suggestion:** How about having parents lined up for equipment set up.
 - What would be the role of an athlete’s trainer at a team practice?
- Have athlete medical information at all practices
- Have a medical emergency plan
 - Physical address of practice facility
 - Basic first aid kit – for athletes and horses
 - Means of communication to call 9-1-1
 - Someone to “lead” emergency vehicle in from public road, if necessary

Fund Raising

- Find out school’s policy for team fund raising requirements/guidelines
- Clarify with school and/or OHSET who will be responsible for reporting fund raising income
- Have team brainstorm what type of fund raising event(s) they want to hold
- Seek approval for team fund raising (event) from District (this ensures OHSET fund raising guidelines are being followed)
- When seeking donations from individuals or businesses, be sure to use the OHSET Donation Form. Submit original to District Chair, keep a copy in the team file.
- Put together team fund raising operating guidelines, who, what, where, when, why, deadline, what happens if..., money collection, etc.

OTHER RESPONSIBILITIES

District Meetings

- Team Advisor or Coach or both should commit to attending all District meetings
- Youth are encouraged to attend District Meetings

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OHSET FORMS

- A.** Team Registration
- B.** Athlete Registration
- C.** Athlete Goals & Evaluation
- D.** Insurance and Registration Information
- E.** OHSET Code of Conduct
- F.** Team Roster
- G.** Volunteer Registration Form
- H.** District – Other forms may be available from District Chair
 - Fundraising form
 - Practice form
 - Low cost insurance – American Income Life Insurance Company (\$2.00 per athlete)
 - Praises and Complaints form
 - Event drop form
 - Stall request form
 - Camping request form
 - Stall and arena layouts
 - Accident Report Form
 - Rule Change Request
 - Stewardship Meeting Request

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MISCELLANEOUS

Websites of Interest

- OHSET Website: www.ohset.com
- U.S. Equestrian Federation (USEF): www.usef.org (Rulebook available online)
- U.S. Dressage Federation (USDF): www.usdf.org
- Oregon Horsemen's Association: www.oregonhorsemen.com (Rulebook available online)
- Western Horseman of Oregon (WHO): www.westernhorsemenoforegon.com (Rulebook and Event Descriptions available online)

Reference Websites

- *Choosing Your Groups Structure, Mission and Goals* – Vivian Simon-Brown, <http://seagrant.oregonstate.edu/sgpubs/onlinepubs/g99002.pdf>
- *Parliamentary Procedure Made Easier* – Campus Involvement , Washington State University, <http://cru.cahe.wsu.edu/CEPublications/em4875/em4875.pdf>
- *Display and Use of the Flag, Cooperative Extension*, Washington State University, <http://cru.cahe.wsu.edu/CEPublications/em3411/em3411.pdf>
- *Leadership Styles* – Mike Klumpp, 4-H Youth Development Specialist, University of Arkansas, Cooperative Extension Service, http://www.uaex.edu/Other_Areas/publications/PDF/4HCl2.pdf
- *Handling Group Problems* – Mike Klumpp, 4-H Youth Development Specialist, University of Arkansas, Cooperative Extension Service, http://www.uaex.edu/Other_Areas/publications/PDF/4HCl7.pdf
- *Communication Is the Key*, Mike Klumpp, 4-H Youth Development Specialist, University of Arkansas, Cooperative Extension Service, http://www.uaex.edu/Other_Areas/publications/PDF/4HCl1.pdf
- *Leadership Development Within Groups – Developing Trust & Cooperation*, North Dakota State University Extension Service, <http://www.ext.nodak.edu/extpubs/yf/leaddev/he498w.htm>
- *Leadership Development Within Groups – Communicating Effectively*, North Dakota State University Extension Service, <http://www.ext.nodak.edu/extpubs/yf/leaddev/he499w.htm>
- *Leadership Development Within Groups – Leadership for Effective Groups*, North Dakota State University Extension Service, <http://www.ext.nodak.edu/extpubs/yf/leaddev/he497w.htm>
- *Congratulations You Are Elected*, Mississippi State University Extension Service, <http://msucares.com/pubs/publications/p2030.htm>

For other reference materials related to leadership development, youth development, conflict resolution in groups and more, do a web search using “Extension Service” or “Cooperative Extension Service”.

Oregon High School Equestrian Teams, Inc. has listed these sources as they may be helpful or of interest. The listing of these organizations does not imply a formal endorsement by Oregon High School Equestrian Teams, Inc.

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SAMPLE – TEAM RULES

As written by athletes:

GENERAL

- Team members will run meetings, but will not run the adults.
- Meetings will run by an agenda, pre-approved by the advisor.
- Team members will respect all the adults and all the adults will respect the athletes.
- You will be required to attend at least 1 business meeting per month.

PRACTICES

- You will be required to attend at least 1 practice rider per month.
- The delegated coach or coaches will be the only non-athletes in the practice arena.
- You will always pay before you ride. If you don't pay, you don't ride. (\$xx.xx per horse.)
- You will abide by all barn and OHSET rules and will follow coaches' instructions.
- Hauling is your responsibility, not your coaches. If you need a ride, either with or without your horse, call and arrange ahead of time, not the day of the event. You will be expected to pay your way if you get a ride from someone else.
- At practices there will be no non-athletes allowed in the arena. This includes family members that want to ride.
- All athletes will be responsible for cleaning up after their equine(s). If you leave a mess you will not be invited back.
- You will be required to wear boots, helmets and clothing conducive to working with horses at all practices, at all times. Via barn rules.

MEETS

- Each member will be present on the grounds, near the barn at least 1 hour prior to their competition. NO EXCEPTIONS.
- Athletes will be responsible for the care of their own horse(s). Horses will be fed before 7:00 a.m. each morning, and should remain content the entire day. Stalls will be cleaned at least once a day by the responsible athlete. NO EXCEPTIONS.

Team means team – and there is no “I” in team. You will participate as a team or you will be excused.

Coaches will have the last word – not team athletes or parents. If there is a problem, you will be excused.

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SAMPLE – DRILL TEAM RULES

Drill Team is a full time commitment. If you cannot obligate yourself to make a commitment to your team and team members, don't join.

You are allowed to miss no more than one practice with the understanding that it will only be excused if you call the coach in advance, and it is valid only in an emergency situation such as major injury or illness to you or your immediate family. Work, gaming, homework, etc. ... excuses will not be acceptable as a valid excuse. If your excuse is not accepted by the rest of your team members, you will be "put to greener pastures."

The coach will be the only other person besides the riding members that will be allowed to be in the arena at practices. All other spectators are asked to keep their conversations to themselves and let the coach do her job without interference.

Rider must...

- Have full cooperation with the team and coach(es)
- Have good seat and balance
- Be in total control of their horse at all times
- Be able to memorize patterns
- Work under pressure
- Work well as a team
- Have the ability to take different positions in the drill, if needed
- Tuff it out all year without giving up
- Be responsive to constructive criticism
- Have horse ready early or on time for all practices and meets

Horse must...

- Be able to do a reasonable haunch turn
- Be able to make speed transitions
- No on-going lameness
- Horse in good physical condition
- Good attitude/disposition
- Calm around loud noise/music or sudden noises
- Correct lead changes within reason
- Good lead changes within reason
- Calm when fully decked out in team decorations
- Ability to work with and around a variety of flags

Drill Team is a fun and rewarding experience but the key word is TEAM. If you choose to work as an individual and not as a member of a team, you will be excused.